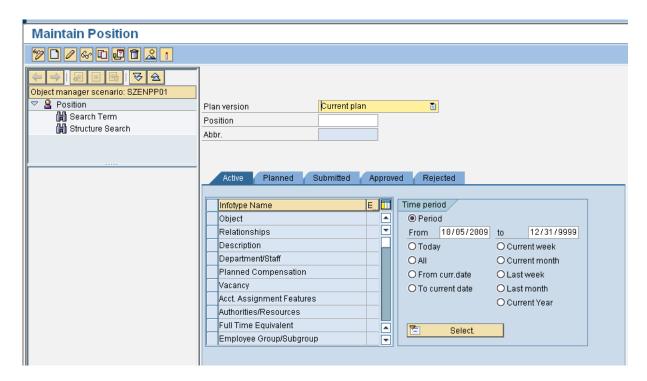
Managing Gap Hours Comp Eligibility

INTRODUCTION

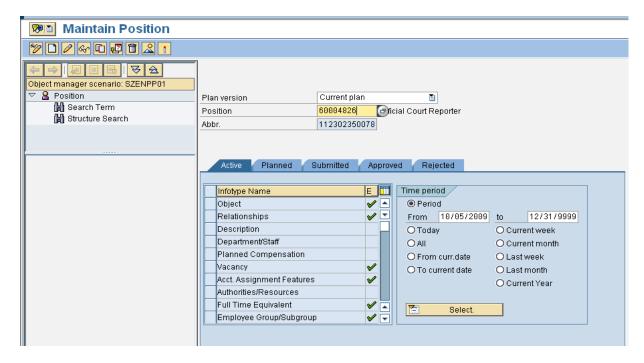
Following the establishment of the Gap Hours policy in 2009, agencies have the choice to provide compensatory time for Gap Hours for their Subject-FLSA employees instead of retaining the immediate pay behavior. Infotype 9017 – Gap Hours Comp Eligibility, a record on the Position, holds the setting that triggers the comp'ing of Gap Hours and how long the comp'ed hours will be held before paying out, if unused. HR Master Data Maintainers and OM Position Maintainers will be able to perform the steps of adding Gap Hours eligibility to a Position or ending the eligibility if necessary.

STEPS TO ADD GAP HOURS COMP ELIGIBILITY TO A POSITION

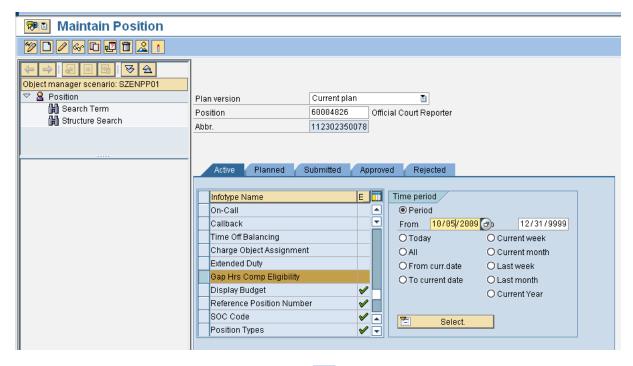
1. Start transaction PO13.



2. Enter a **position number** and press or click **Enter**.



3. Scroll down in the list of infotypes until you find Gap Hrs Comp Eligibility.



4. Select that row and click the **Create** button on the menu bar.



5. Change the **Validity date** to the effective date of the comp'ing behavior for Gap hours. The **to** date can be left at the default value of 12/31/9999.



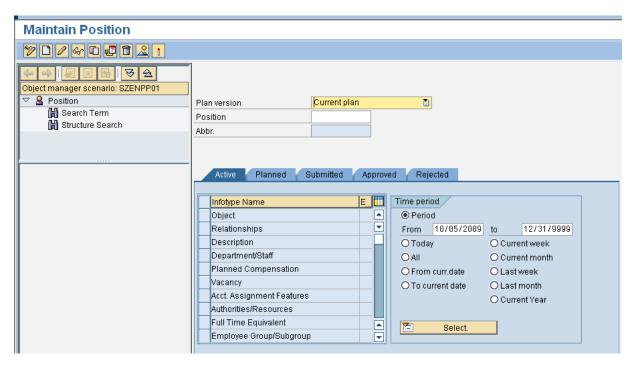
6. Change the Comp Aging Limit value from 365 to a lesser value, if appropriate.



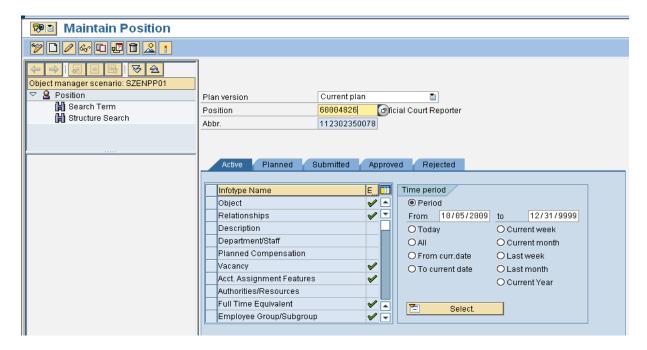
7. Click the **Save** button to save the record.

STEPS TO END GAP HOURS COMP ELIGIBILITY FOR A POSITION

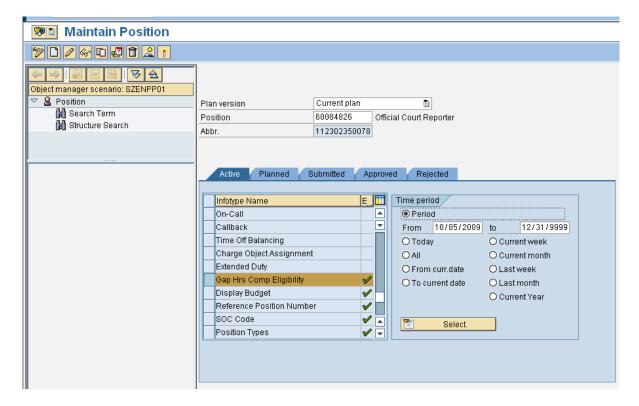
1. Start transaction PO13.



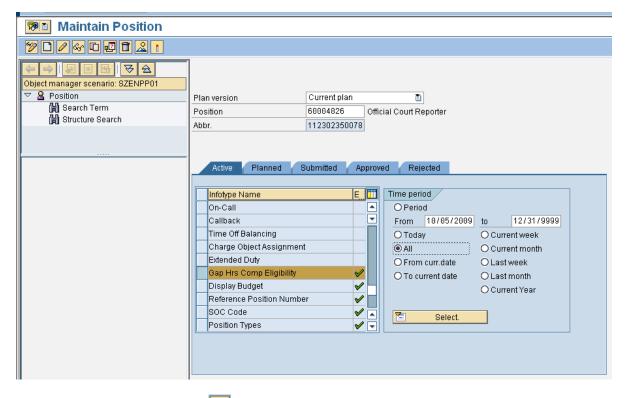
2. Enter a position number and press or click Enter.



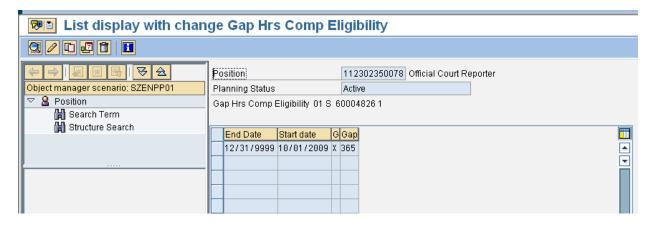
3. Scroll down in the list of infotypes until you find Gap Hrs Comp Eligibility.



4. Select that row and click the **All** radio button in the Time Period section.

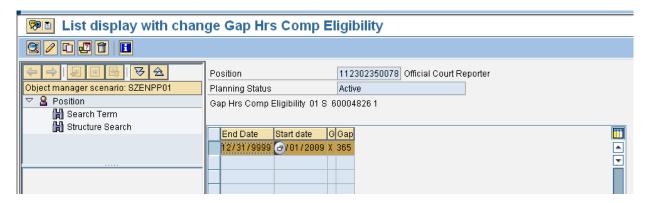


5. Click the **overview button** to see all 9017 records for the position.

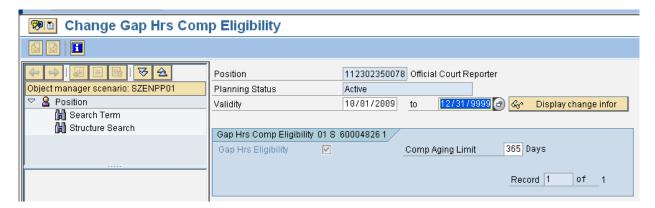


6. Select the row of the record you want to delimit (change the end date).

NOTE: Pay attention to the dates on each record listed. Select the record covering the period of time in which you want to end the comp'ing behavior.



7. Click the **change infotype** button on the menu bar.



8. Change the to date to the last date on which the comp'ing behavior should apply to Gap Hours.



9. Click the **Save** button to save the record. The infotype record will be delimited as of the new end date.